# ANNUAL REPORT

## 1981-82

Alberta
LABOUR

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# 1981-82

Alberta

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**ALBERTA LABOUR**

Mailing Address
10808 - 99 Avenue
Edmonton, Alberta
T5K 0G2

Enquiries
Telephone (403) 427-5585

Additional copies of this annual report may be obtained from:
Communications Branch
Alberta Labour
10808 - 99 Avenue
Edmonton, Alberta
T5K 0G2

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LABOUR

Office of
the Minister

403/427-3664

404 Legislature Building
Edmonton, Alberta, Canada
T5K 2B6

March, 1983

The Honourable G. Amerongen
Speaker
Legislative Assembly of Alberta

Sir:

I have the honour to submit the Annual Report for the Alberta Department of Labour for the fiscal year ended March 31, 1982.

Respectfully submitted,

Leslie G. Young
Minister of Labour

Alberta

LABOUR

Office of
the Deputy Minister

403/427-8305

10808 - 99 Avenue
Edmonton, Alberta, Canada
T5K 0G2

March, 1983

The Honourable Leslie G. Young
Minister of Labour
Room 404, Legislature Building
Edmonton, Alberta

Dear Mr. Young:

I am pleased to present the Annual Report for the Alberta Department of Labour for the fiscal year ended March 31, 1982.

Respectfully submitted,

A. Dubensky, Q.C.
Deputy Minister

# Officials

MINISTER OF LABOUR, THE HONOURABLE LESLIE G. YOUNG
Secretary to Minister of Labour, Carol Pirie
Executive Assistant to Minister of Labour, Jim Wright

DEPUTY MINISTER, Al Dubensky, Q.C.
Secretary to Deputy Minister, Ollie Olekshy
Executive Assistant to Deputy Minister, Eslin Eling

PRINCIPAL OFFICERS*

SUPPORT SERVICES DIVISION
Assistant Deputy Minister, John Myroon
Director, Communications Branch, Ken Bradley
Director, Finance and Administration Branch, Cliff Broemling
Director, Personnel Branch, Lenore Martin
Director, Planning and Research Branch, Gordon Wright
Director, Systems Branch, Jerry Stocco
Internal Auditor, Vic Feguenne

LABOUR DIVISION
Assistant Deputy Minister, Newcomb Bloomer
Director, Employment Standards Branch, John Maine
Director, Mediation Services Branch, Hank Libke
Superintendent, Pension Benefits Branch, Art Wakefield**

GENERAL SAFETY SERVICES DIVISION
Assistant Deputy Minister, Doug Morrison
Chief Inspector, Boilers and Pressure Vessels Branch, Les Smith
Director, Building Standards Branch, Dave Monsen
Chief Inspector, Electrical Protection Branch, Ken Fennessey
Chief Inspector, Elevator and Fixed Conveyances Branch, Steve Millward
Fire Commissioner, Fire Prevention Branch, Bill MacKay
Director, Plumbing and Gas Safety Services Branch, Jack Mercer

LABOUR RELATIONS BOARD
Chairman, Ross McBain, Q.C.
Vice-Chairmen, Bill Canning, Clint Mellors
Secretary, Bob Bronson
Solicitor, Bob Philp
Registrar, Northern Region, Dennis Bykowski
Registrar, Southern Region, Jim Jung

ALBERTA HUMAN RIGHTS COMMISSION***
Chairman, Marlene Antonio
Executive Director, Jack Tutty
Regional Director (North), Dennis St. Arnaud
Regional Director (South), vacant

*March 31, 1982

**In accordance with section 6(2) of the Pension Benefits Act, the Pension Benefits Branch is required to submit a separate annual report to the Alberta Legislature. A summary of the branch's activities is contained in this report beginning on page 15.

***In accordance with section 18(1) of the Individual's Rights Protection Act, the Alberta Human Rights Commission submits a separate annual report to the Alberta Legislature.

# Legislation

The following acts are administered by Alberta Labour:

Alberta Uniform Building Standards Act
Boilers and Pressure Vessels Act
Department of Labour Act
Electrical Protection Act
Elevator and Fixed Conveyances Act
Employment Standards Act
Firefighters and Policemen Labour Relations Act
Fire Prevention Act
Gas Protection Act
Health Services Continuation Act
Individual's Rights Protection Act
Industrial Wages Security Act
Labour Relations Act
Lightning Rod Act
Pension Benefits Act
Plumbing and Drainage Act

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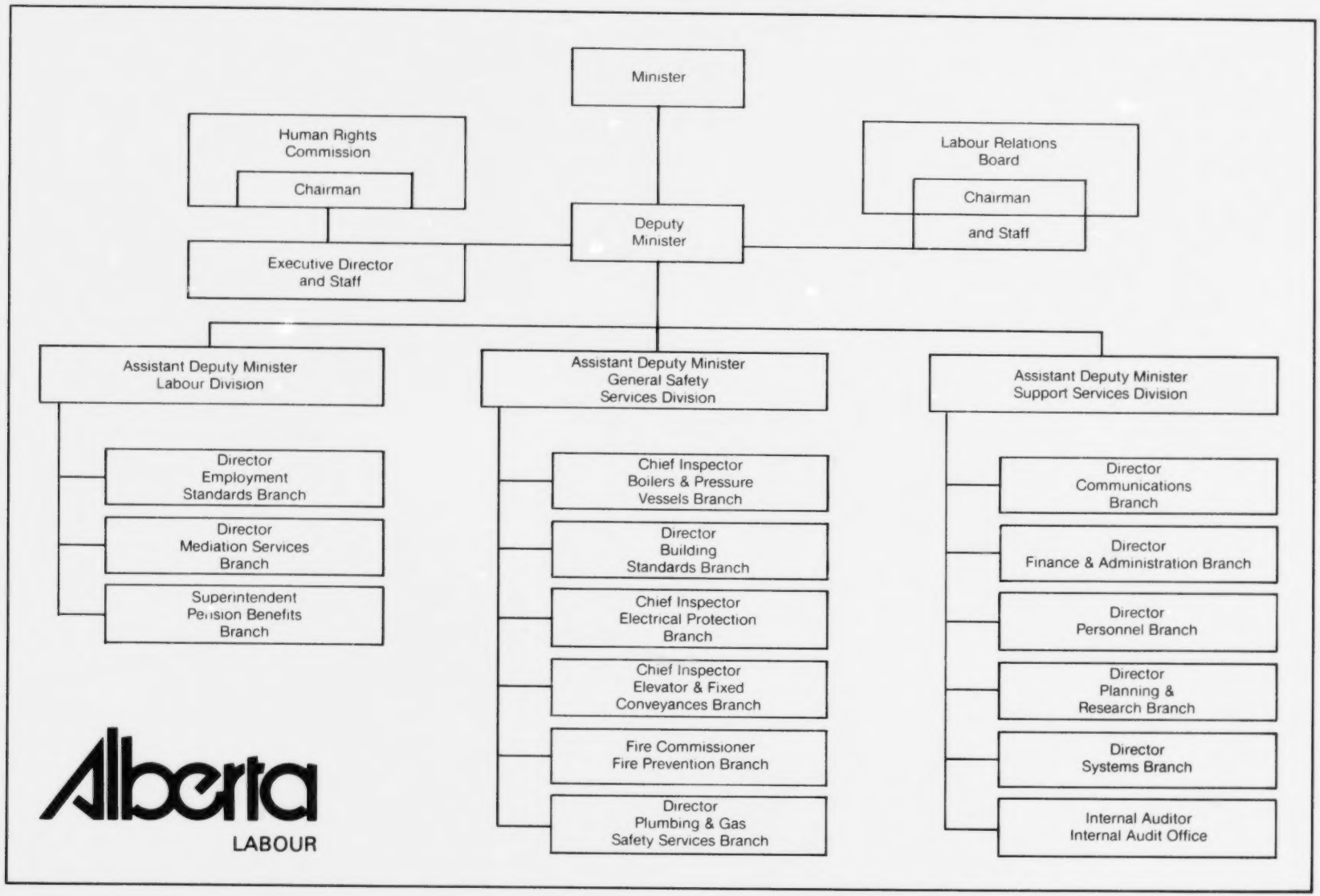
# Organization Chart



# Introduction

Alberta Labour is concerned with the prevention and resolution of disputes between employers and unions, the development of positive relations between employers and employees, the administration of private pension plans, public safety, and the enforcement of Alberta's human rights legislation. In fiscal year 1981-82 the department had 621 authorized permanent positions and a budget totalling $20 663 095.

The department comprises the following divisions: Support Services Division, Labour Division, General Safety Services Division, the Labour Relations Board, and the Alberta Human Rights Commission.

Support Services Division is headed by an Assistant Deputy Minister and is responsible for providing administrative support services to the department and for administering certain services directed to the general public. Headed by an Assistant Deputy Minister, Labour Division is responsible for providing assistance in preventing and resolving labour disputes, regulating the administration of private pension plans, and enforcing minimum employment standards legislation. General Safety Services Division is also headed by an Assistant Deputy Minister. The division is responsible for developing and enforcing safety standards with respect to boilers and pressure vessels, elevators and fixed conveyances, gas, plumbing and electrical installations, buildings and fire control.

The Labour Relations Board is a quasi-judicial agency responsible for regulating industrial relations matters involving, for example, certification, decertification, strike and lockout votes, and unfair labour practices. Headed by a chairman, the Board consists of two vice-chairmen and 14 part-time members, all of whom are appointed by the Lieutenant Governor in Council, and a staff of permanent employees. The Alberta Human Rights Commission consists of seven order-in-council-appointed commissioners, including the chairman, and a staff of permanent employees. The Commission is responsible for the enforcement and promotion of the province's human rights legislation.

## Fiscal Year 1981-82
## . . a year in review

Fiscal year 1981-82 was a year of redefinition of goals and objectives for Alberta Labour. In early January 1982, ministerial approval was given to a new long-range directional statement for the department. Consisting of four separate elements, the statement reflects the department's commitment to developing an effective preventive mediation program, improving the efficiency and consistency of services delivered to the public, increasing public input into policy formulation, and improving communications with the public to improve understanding and awareness of the programs and services of the department.

In 1981-82, the department continued to practice restraint. The department's allocation of permanent positions increased to 621 from 595, an increase of approximately 4.5 per cent. The increase resulted in improved or expanded services to the public.

1981-82 was a year in which the department continued its past practice of restraint. Human resources allocated to the department increased marginally over the allocation approved for the previous fiscal year. In 1980-81 the department had an authorized establishment of 595 permanent positions. In 1981-82 the department's approved establishment was 621 permanent positions, an increase of approximately 4.5 per cent. The increase resulted in improved or expanded services to the public.

Fiscal year 1981-82 witnessed a continuation of the department's commitment to strong, centralized administration. A reorganization of the previous Administrative Services Division and particularly the Finance and Administration Branch resulted in improved financial administration, especially with regard to revenue collection and the payment of invoices. An Internal Audit Office was established to review and evaluate financial and management control systems and the expenditure of funds in the department. During the year, the department was delegated greater responsibility for classifying positions.

As well, the Planning and Research Branch underwent reorganization to improve policy planning, research and information support services to the entire department. The Communications Branch launched a number of new initiatives to improve the department's public affairs programs. Systems Branch expanded its technology to provide a wide spectrum of centralized word processing services to the department.

Collective bargaining during fiscal year 1981-82 was intensive, with major collective agreements expiring in the health care, transportation, construction and education fields. Altogether, some 574 collective agreements expired during the period under review. The Mediation Services Branch successfully resolved 84 per cent of the 172 disputes in which mediation or conciliation services were provided. On December 30, 1981 the first disputes inquiry board was established, pursuant to section 94 of the Labour Relations Act. The one-person board was established to assist the United Nurses of Alberta and the Alberta Hospital Association in contract negotiations for a new collective agreement.

The Alberta Fire Training School in Vermilion, established by the province in 1959, expanded its programs in fiscal year 1981-82. Attendance at the school increased by more than 30 per cent during the year. To improve the mobility of pressure welders, the Boilers and Pressure Vessels Branch entered into negotiations with five other provinces to conclude reciprocal agreements on the certification of pressure welders. The agreements will make it easier for Alberta to attract certified pressure welders.

Working closely with professional associations of architects and engineers, the Building Standards Branch obtained approval for the introduction of single professional seals for certain classes of work. Responsibility for issuing First and Second Class Electrician Certificates was transferred to the Apprenticeship and Trade Certification Branch of Alberta Advanced Education and Manpower from Electrical Protection Branch. Seminars on the use of elevators during fire emergencies were conducted for firefighting personnel. During 1981-82, the Plumbing Inspection and the Gas Protection branches were amalgamated to form the Plumbing and Gas Safety Services Branch.

# STATEMENT OF EXPENDITURES

## for the fiscal year ending March 31, 1982

| Vote and Ref. No. | Program/Element | Estimates | Prior Year Liabilities | Special Warrants | Transfers | Total Authorized | Expended | Unexpended (Over Expended) |
|---|---|---|---|---|---|---|---|---|
| 1 | **Departmental Support Services** | | | | | | | |
| | Minister's Office | 140 940 | | | | | 112 489 | |
| | Executive Management | 342 040 | | | | | 397 641 | |
| | Personnel | 188 290 | | | | | 182 316 | |
| | Finance & Administration | 801 200 | | | | | 838 823 | |
| | Systems | 278 820 | | | | | 277 413 | |
| | Communications | 48 730 | | | | | 39 095 | |
| | Research | 672 680 | | | | | 547 991 | |
| | **Division Total** | 2 472 700 | | | | 2 472 700 | 2 395 768 | 76 932 |
| 2 | **Labour Relations** | | | | | | | |
| | Divisional Support | 185 320 | | | | | 270 213 | |
| | Pension Plan Services | 242,080 | | | | | 269 620 | |
| | Mediation Services | 1 132 480 | | | | | 895 212 | |
| | Employment Standards | 2 628 015 | | | | | 2 846 042 | |
| | **Division Total** | 4 187 895 | | | 270 000 (b) | 4 457 895 | 4 281 087 | 176 808 |
| 3 | **General Safety Services** | | | | | | | |
| | Divisional Support | 948 010 | | | | | 786 068 | |
| | Boilers | 2 506 610 | | | | | 2 584 558 | |
| | Building Standards | 1 292 955 | | | | | 1 279 163 | |
| | Electrical | 2 346 890 | | | | | 2 465 695 | |
| | Elevators | 623 860 | | | | | 686 086 | |
| | Fire | 1 919 275 | | | | | 1 962 442 | |
| | Gas | 1 713 660 | | | | | 1 797 097 | |
| | Plumbing | 822 960 | | | | | 795 448 | |
| | **Division Total** | 12 174 220 | | | 498 000 (b) | 12 672 220 | 12 356 557 | 315 663 |
| 4 | **Labour Relations Board** | 867 620 | (4 305) (a) | 25 000 | | 888 315 | 826 563 | 61 752 |
| 5 | **Human Rights Commission** | 960 660 | | | 17 000 (b) | 977 660 | 942 782 | 34 878 |
| | **Total Department** | 20 663 095 | (4 305) (a) | 25 000 | 785 000 (b) | 21 468 790 | 20 802 757 | 666 033 |

(a) In accordance with Section 32 of the F.A.A. 1977, the original estimates have been charged with liabilities of the prior fiscal year, to the extent they exceeded the available authority.

(b) Transferred from the Salary Contingency Fund.

## STATEMENT OF REVENUE
### for the fiscal year ending March 31, 1982

| | 1981-82 | 1980-81 |
|---|---|---|
| **Taxes** | | |
| Fire Prevention Act | $1 023 043 | $ 694 102 |
| **Licences** | | |
| Amusement Act* | — | 4 883 |
| **Fees and Permits** | | |
| Boilers and Pressure Vessels Act | 1 150 649 | 1 079 523 |
| Electrical Protection Act | 1 462 857 | 1 479 923 |
| Elevator and Fixed Conveyances Act | 200 697 | 157 648 |
| Gas Protection Act | 307 893 | 346,953 |
| Pension Benefits Act | 31 288 | 29 771 |
| Plumbing and Drainage Act | 126 865 | 159 085 |
| | 3 280 249 | 3 252 903 |
| **Miscellaneous** | | |
| Other | 19 872 | 21 144 |
| Prior Year Refunds | 93** | — |
| Federal-Provincial Agreement | 30 000 | — |
| **Total Revenue** | $4 353 257 | $3 973 032 |

* The two sections of the Amusement Act administered by Alberta Labour (licensing of projectionists and places of amusement) were repealed on May 22, 1980.

** The P.Y.R. figure reported in Public Accounts ($453 850) incorporates an accounting adjustment to the revenue record.

# Support Services Division

Headed by an Assistant Deputy Minister, Support Services Division is responsible for providing professional administrative, communications and planning support services and control functions to the department, including the Alberta Human Rights Commission and the Labour Relations Board, and for administering certain services directed to the general public. The division consists of the following branches: Communications, Finance and Administration, Internal Audit Office, Personnel, Planning and Research, and Systems.

In addition to the ongoing services provided by its branches, the division is responsible for the overall identification and implementation of systems and procedures to improve the quality, effectiveness and efficiency of the department's operations. The division also takes the lead role in planning and developing systems and procedures to support the department's long-range needs.

Fiscal year 1981-82 was a year of growth and consolidation for Support Services Division. In keeping with the department's commitment to strengthen and improve administration, the division expanded its operations and assumed several new responsibilities, especially in the areas of planning and research, financial administration and systems.

During the year, Planning and Research Branch reorganized in order to strengthen its expertise in policy analysis and long-range and strategic planning. Finance and Administration Branch underwent restructuring to centralize and improve services. The Internal Audit Office was established to ensure more effective control over financial expenditures. Personnel Branch continued to provide human resources consulting services to senior management. Systems Branch expanded its word processing services. Communications Branch completed a review of communications planning procedures, and submitted recommendations to improve co-ordination and long-term planning of the department's public affairs and communications programs.

## Communications Branch

The Communications Branch differs from other branches in the department in that its officers are seconded from the Public Affairs Bureau of Government Services Department. Working closely with senior management and central Bureau staff, the Communications Branch is responsible for developing and implementing plans to increase public awareness and understanding of the policies, programs and services of Alberta Labour, including the Alberta Human Rights Commission and the Labour Relations Board.

In carrying out its varied responsibilities, the branch provides a full range of professional communication support services to the department. The branch provides public relations consulting and writing and editing assistance, manages the department's relations with the news media and co-ordinates advertising, exhibits and displays, audio-visual production and printing.

**Consulting Services**

The development of new programs and services or changes in policy requires communication with the public. The role of the Communications Branch is to anticipate and assess the public communication needs of the department. Branch staff meet regularly with the Minister, Deputy Minister and other senior officials to provide advice on communications activities. During fiscal year 1981-82, the branch completed a review of communications planning in the department. Recommendations to strengthen overall co-ordination and planning were submitted to the Deputy Minister.

**Media Relations**

Media interest in the department remained high throughout the year. The branch continued to keep senior management informed on media coverage of issues of interest to the department. A restructuring of the branch's news clipping service resulted in the discontinuance of "Paper Clips" and the emergence of "Headline News", which provides senior management with daily summaries of news stories.

Owing to the fact that several major collective agreements expired in early 1982, substantial media attention was focused on collective bargaining negotiations. In addition to answering media requests for information, the branch provided assistance in setting up some 13 news conferences. During the period under review, 40 news releases were issued.

**Advertising**

Expenditures on advertising were maintained at a relatively modest level. In October, an anti-arson campaign was undertaken in support of the department's intensive efforts to combat arson. Using the theme "Arrest Arson", the campaign incorporated both print and broadcast media.

As in years past, the Employment Standards Branch continued to publicize its educational workshops on

employment standards legislation. Print announcements inviting the public to attend workshops appeared in dailies and weeklies throughout the province. A series of radio commercials was produced to increase public awareness of International Human Rights Day. With the theme "Human Rights Day — The Art of Being Human", the commercials publicized various aspects of the Individual's Rights Protection Act and were broadcast over all radio stations in the province on December 10.

**Audio-Visual Production**

In co-operation with the Audio-Visual Services Section of the Public Affairs Bureau, the branch provided assistance in preparing slide/sound presentations and co-ordinated photography in support of promotional and educational programs initiated by the Alberta Human Rights Commission, the Labour Relations Board and Fire Prevention Branch.

**Exhibits and Displays**

In co-operation with the Display Services Section of the Public Affairs Bureau, an eight-panel portable display was produced for Fire Prevention Branch. Designed for showing throughout the province, the display promotes fire prevention, planning, and survival. During the summer, the display was shown in some 18 communities in Alberta.

**Printing**

The branch continued to meet the printing needs of the department. During the year, 124 printing projects were co-ordinated, including pamphlets, brochures, books, posters, research reports, bulletins, and display materials. In processing these projects, the branch provided advice on artwork, paper choice, type face and layout.

**Publications**

During the year the branch produced an array of informational, promotional and educational materials. The branch continued to publish three periodicals, including the department's weekly staff newsletter "Newsweek", and two quarterly publications: "Fire News", a magazine promoting fire prevention; and "Contact", a magazine dealing with industrial relations issues. In addition, an editorial policy was developed for a new quarterly publication for the Alberta Human Rights Commission. The first edition of the "Alberta Human Rights Journal" will be published in June, 1982.

## Finance and Administration Branch

The Finance and Administration Branch provides a broad range of financial and administrative support services and control functions to other branches in the department. The branch also liaises with other government departments and with the general public. In addition the branch works to improve overall efficiency through its efforts to ensure compliance with mandatory, government-wide and departmental financial and administrative control systems.

The branch is organized into four units:

**Director's Office.** Responsible for budget co-ordination and control, for development and implementation of financial and administrative policy and procedures, and for ensuring the adequacy of departmental financial systems.

**Accounts Section.** Responsible for accounts payable, handling of departmental Crown revenues, accounts receivable, payroll processing, inventory control and financial advisory services.

**Procurement and Accommodations Section.** Responsible for planning the acquisition and maintenance of space and related facilities, and for the acquisition of equipment, material, supplies, and services required for delivery of the department's programs.

**Office Services Section.** Responsible for mail and courier operations, the records management program (including operation of the department's Central Records Office), and photocopying operations.

During the reporting period, there was a substantial increase in branch activity over the previous year. Two factors were largely responsible for this: (1) a growth of 4.5 per cent in the department's staff; and (2) an increase of approximately 21 per cent in the department's expenditures due to expansion in the delivery of the department's programs. These growth factors affected all units in the branch.

In the Accounts Section, the higher level of departmental expenditures contributed to an increase of some five per cent in the number of financial transactions; almost 15 000 invoices were paid, and almost 7 000 expense accounts were processed. These financial transactions were handled with a minimal reject rate. The Accounts Section also improved its revenue accounting and receivables control systems, and with the recent acquisition of electronic cash registers further improvement is expected.

The Procurement and Accommodations Section's workload was affected by the demand for space and furnishings to accommodate the increase in the size of the department's staff. In addition, the section was

# Support Services Division

involved in several space relocation and renovation projects: the department's Calgary office was relocated, seven field offices were redesigned or renovated, and space requirements at headquarters were reviewed.

The workload of the Office Services Section increased substantially. The number of photocopying machines used by the department increased by 22 per cent and the number of files held in the Central Records Office increased by 50 per cent. The section was also actively involved in controlling the overall volume of departmental files through record disposition authorities. The number of files destroyed increased by 86 per cent, due largely to the microfilming of records in the Boilers and Pressure Vessels Branch.

A computerized record retrieval system was established for the Central Records Office. The new system provides fast and effective retrieval of documents from the office's files.

## Personnel Branch

The Personnel Branch supports departmental program managers in accomplishing their goals by providing service and control functions. Personnel provides service through the development and maintenance of systems relating to recruitment, classification, wage and salary administration, performance appraisal, staff development, administration of employee benefits and other related activities. The control function stems from the relationship between the department and Central Personnel Administration Office under the Public Service Commissioner, which provides a direct linkage to a variety of legislation, regulations, policies and the master contract.

**Major Branch Achievements**

Pursuant to section 5.3(b) of the Public Service Act, the Public Service Commissioner delegated classification authority to the Deputy Minister of Labour for all classes wholly owned by the department, as well as entry level clerical and growth classes. The Deputy Minister delegated the overall operational responsibility for this system to Personnel Branch. This delegation of authority was undertaken in two phases, on May 1, 1981 and January 1, 1982. In order to facilitate the implementation of this system, Personnel Branch developed a departmental policy and procedure which was reviewed and approved by the Departmental Management Committee.

Following are highlights of the branch's activities during the reporting period.

- Personnel Branch conducted a classification review of senior Boiler Inspector and management positions in the Boilers and Pressure Vessels Branch.
- A decision was made by the Deputy Minister to amalgamate the Plumbing and Gas Protection branches, which was implemented by the Personnel Branch and senior officials of the Plumbing and Gas branches.
- The Deputy Minister requested a thorough review of the Labour Relations Officer series with a particular focus on the historical relationship with the Employment Standards Officer series.
- The Assistant Deputy Minister of Support Services Division requested a complete review of the organizational structure of the Planning and Research Branch, which has been implemented.
- The Executive Director of the Alberta Human Rights Commission initiated a complete organizational review, which has been completed.
- As a result of the establishment of the five-day management vacation supplement July 1, 1981, the Personnel Branch developed a departmental policy and procedure which was reviewed and approved by the Departmental Management Committee.

## Planning and Research Branch

Planning and Research Branch is responsible for providing professional policy planning and research support services to the department. In addition to providing analytical and advisory expertise, the branch is responsible for producing labour-related statistics, providing library services, and co-ordinating departmental strategic planning.

In addition to serving the needs of the department, Planning and Research Branch participates in interdepartmental and intergovernmental activities and provides information-based assistance to labour groups, employers, the business community, research agencies and the general public.

To better serve the pro-active needs of its clients, the branch underwent a major reorganization during fiscal year 1981-82. The branch is now comprised of four

units: Policy Analysis and Program Support, Planning, Information and Statistics, and Library.

**Policy Analysis and Program Support**

Policy Analysis and Program Support is responsible for reviewing and assessing existing departmental policies and providing advice to the Minister, Deputy Minister and other senior department officials on external issues affecting the department's programs and services. The unit co-ordinates research projects, initiates studies outlining policy options and new directions, and develops and co-ordinates administrative policy and procedures.

During the year, various research projects were undertaken. Research topics included: salary and income comparisons for selected occupations, voting principles in Canadian labour legislation, human rights, and communications problems facing fire departments. The branch also provided General Safety Services Division with an analysis of its fee policies.

**Planning**

Planning is responsible for co-ordinating departmental strategic planning and assisting in program planning. In co-operation with line managers, the unit reviews and assesses the policy objectives of new or existing programs and services, and is responsible for co-ordinating long-term strategic and legislative planning.

During the reporting period, the unit conducted a seminar on planning concepts and methodology for senior management, and commenced work on developing a planning framework.

**Information and Statistics**

Information and Statistics is responsible for the production of statistical data relating to work stoppages, hours of work, pensions, pay, employee benefits, engineering safety and human rights.

The data produced by the unit is also used by other government departments, labour groups, employer groups, business, research institutions and the general public. The unit is responsible for co-ordinating the statistical information needs of the department and for co-ordinating the department's activities with other data-producing agencies.

During the year under review, work continued on the development of a data base for use in collective bargaining settlements and agreements. This work resulted in the publication of several documents for use by labour relations practitioners. These included "Negotiated Working Conditions in Alberta Collective Agreements" and the "Alberta Construction Industry Union and Benefit Report."

**Library**

The Alberta Department of Labour Library provides library and library-related services to the department and external clients including other government departments, other libraries, research agencies, labour groups, employers, human rights agencies, lawyers, academics, students and the general public.

During the year under review steps were taken to further broaden the scope of the library's holdings, particularly in the subject areas of: human rights, quality of working life, career development, and general safety services.

In keeping with a decision to develop a multi-media collection, 250 fire prevention films were transferred to the library from the Provincial Film Library. In support of these films, inventory and circulation systems and a maintenance program were designed and implemented.

Further progress was made towards integrating general safety services and human rights materials into the main library collection. A special collection on career development was initiated and 6 000 decisions and certificates of the Labour Relations Board were indexed. Some 101 planning and research projects were abstracted and indexed. During the year, orientation tours of the library were organized for human rights and labour relations officers in the department.

## Systems Branch

The Systems Branch provides electronic data and word processing services to the department. The branch is responsible for the maintenance and processing of existing data systems and for the design and implementation of new systems. The branch also provides word processing services.

During the reporting period, the branch designed and implemented a Human Rights Investigation System to collect and report data on claims filed by complainants under the Individual's Rights Protection Act. The branch also designed and implemented a system for the Building Standards Branch, which records monthly and year-to-date operational statistics.

Other systems put in place during the year related to out-of-province travel, interprovincial wage surveys, and a microfilm index of decisions by the Labour Relations Board.

During the fiscal year, word processing technology was expanded to provide a broader range of services to departmental users including a shorter turnaround time.

# Support Services Division

## Internal Audit Office

Reporting to the Assistant Deputy Minister, Support Services Division, the Internal Audit Office is responsible for reviewing and evaluating all financial and management control systems in the department. In carrying out this responsibility, the Internal Auditor plans and conducts internal and external audits, provides certain financial advisory and consulting services to senior management, and assesses externally prepared audit reports.

During the period under review, an audit of departmental grants was completed and expenditure and inventory control systems were developed. As well, financial systems advisory services were provided and external audit reports evaluated.

# Labour Division

The Labour Division is responsible for the development, administration and evaluation of policies, programs and services in support of the Employment Standards Act, the Industrial Wages Security Act, certain sections of the Labour Relations Act, the Firefighters and Policemen Labour Relations Act, and the Pension Benefits Act.

The division's objectives are to develop a positive labour relations climate in the province, to reduce confrontation in the workplace, to safeguard employee entitlements under private pension plans, and to encourage the evolution of an environment in which economic and social needs of employees may be realized through work.

The programs and services required to meet these objectives are carried out by the division's three branches: Employment Standards, Mediation Services, and Pension Benefits.

During the period covered by this report, considerable time and energy were directed towards implementing new programs and administrative practices arising from the repeal of the Alberta Labour Act on March 1, 1981, and the introducton of the Employment Standards Act and the Labour Relations Act.

The Mediation Services Branch continued developmental work on the preventive mediation program. The program is expected to be fully implemented in 1982, and will provide advice and assistance to labour and management in identifying and resolving mutual problems.

During the year, the Pension Benefits Branch, as a participating member of the Canadian Association of Pension Supervisory Authorities, developed a package of proposals concerning the operation of private pension plans.

## Employment Standards Branch

The Employment Standards Branch is responsible for developing, implementing and evaluating policies, programs and services regulating hours of work, payment of wages, overtime pay, minimum wages, vacations, vacation pay, general holidays, general holiday pay, termination of employment, maternity benefits, and the employment of young persons. In carrying out its varied responsibilities, the branch administers and enforces the Employment Standards Act and the Industrial Wages Security Act.

With headquarters in Edmonton, the branch also has field offices located in Calgary, Edmonton, Edson, Grande Prairie, Lethbridge, Medicine Hat, Red Deer and St. Paul.

The branch carries out its responsibilities through three major program delivery mechanisms: Compliance Proceedings, Special Employment Programs, and Educational Services.

**Compliance Proceedings**

Compliance proceedings are initiated when claims are registered by employees who allege non-compliance with the Employment Standards Act. Investigating officers from the branch, Employment Standards Officers, may issue orders, decisions or declarations, which can be appealed by employers or employees to an umpire.

Table 1 on page 12 compares statistics for the 1981-82 fiscal year with those for the two previous years. Section A shows that the registration of claims continues to increase. In 1981-82, some 10 009 claims were registered with the branch, an increase of approximately 16 per cent over the previous year.

Section B in Table 1 shows that the branch collected $2 222 039 on behalf of employees. This was an increase of $483 788, or almost 29 per cent, over the amount collected the previous year. During 1981-82, the amount of money collected through prosecutions (Section D) declined to $460 205, from $873 161 in 1980-81. The branch processed 171 Third Party Claims, affecting 580 employees. These claims resulted in the recovery of $127 998.

Section C in Table 1 departs significantly from established trends because of the proclamation of the Employment Standards Act on March 1, 1981. The Act established an umpire system through which disputes are now resolved, in lieu of the courts. Figures contained in Section C represent transition activity linked to claims filed and therefore only resolvable under the Alberta Labour Act. Future reports will indicate activities within the umpire system.

**Special Employment Programs**

Special Employment Programs involve requests for exemptions to the Employment Standards Act. Most frequently, exemptions involve the hours of work, overtime, minimum wages or days of rest provisions of the Act. Table 2 on page 13 shows that fewer permits were issued in 1981-82. Entries for overtime agreements and extended hours of work represent programs initiated in conjunction with implementation of the Employment Standards Act.

Under the Special Employment Programs, the branch also administers the Industrial Wages Security Act, which governs the lumbering and coal mining industries. The Act requires employers to file security

with the Provincial Treasurer under trust conditions. The purpose of the legislation is to ensure wage protection to employees working in the two industries. Table 3 on page 13 shows that the amount of security held in trust at March 31, 1982 was less than the amount held at March 31, 1981. The total amount of money collected from employers under the Industrial Wages Security Act also decreased slightly, to $1 598 788 from $1 651 163 in 1980-81.

**Educational Services**

The Educational Services unit is responsible for ensuring that employers, employees and the general public are aware of the programs and services administered by the branch. The branch conducts seminars and workshops, supplies speakers for meetings, and participates in trade fairs.

During the year under review, the number of speaking engagements undertaken by the branch increased to 69 from 44 the previous year. A new workshop titled "Pay-Day Survival" was conducted 56 times for a total audience of 1 400. Altogether, 9 277 persons attended branch-sponsored workshops or seminars featuring speakers from the branch, an increase of approximately 40 per cent over the previous year. Statistical data on these activities are shown in Table 4 on the next page.

**Table 1**

## Investigation and Recovery Proceedings
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Field Investigations** | | | |
| Claims Registered | 7 424 | 8 606 | 10 009 |
| Employees benefiting from investigations | 11 585 | 10 867 | 12 885 |
| **B. Money Collected through Field Investigations** | | | |
| Non-payment of wages | $ 797 445 | $ 947 540 | $1 167 872 |
| Underpayment of minimum wages | 15 838 | 10 271 | 7 433 |
| Overtime arrears | 229 384 | 268 957 | 420 028 |
| Vacation pay | 244 670 | 277 867 | 325 793 |
| General holiday pay | 52 070 | 86 177 | 76 251 |
| Pay in lieu of notice | 108 639 | 132 964 | 170 111 |
| Other | 3 657 | 14 475 | 54 551 |
| **Total** | $1 451 703 | $1 738 251 | $2 222 039 |
| **C. Prosecutions under the Alberta Labour Act** | | | |
| Number of businesses charged | 236 | 421 | 196 |
| Number of counts entered | 2 018 | 2 911 | 820 |
| Convictions | 2 997 | 3 625 | 847 |
| Withdrawals | 137 | 512 | 714 |
| Pending | 1 156 | 1 835 | 94 |
| Dismissals | 278 | 405 | 222 |
| Money collected and paid from court action | $ 167 731 | $ 180 672 | $ 83 348 |
| Amount of fines assessed | $ 56 500 | $ 72 959 | $ 22 486 |
| **D. Money Involved in Prosecutions** | | | |
| Wages | $ 599 089 | $ 664 266 | $ 374 183 |
| Minimum wages and overtime | 32 114 | 42 310 | 18 066 |
| Vacation pay | 58 428 | 76 482 | 48 979 |
| General holiday pay | 30 157 | 36 097 | 12 950 |
| Termination pay | 46 299 | 54 006 | 6 027 |
| **Total** | $ 766 087 | $ 873 161 | $ 460 205 |

Table 2

## Special Employment Programs
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **Schemes of Employment** | | | |
| Compressed Work Week | 501 | 926 | 926 |
| Flextime | 93 | 154 | 154 |
| Work Experience Programs | 834 | 1 174 | 746 |
| Overtime Agreements | — | — | 47 |
| Extended Hours of Work | — | — | 29 |
| **Total** | 1 428 | 2 254 | 1 902 |

Table 3

## Activity under the Industrial Wages Security Act
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| Money collected under the Act | $ 37 917 | $ 45 318 | $ 28 171 |
| Employees benefiting: | | | |
| Lumber industry | 175 | 117 | 258 |
| Coal mining industry | — | 1 | 1 |
| **Total** | 175 | 118 | 259 |
| Amount of security held at year end: | | | |
| Lumber industry | $1 333 691 | $1 571 634 | $1 545 204 |
| Coal mining industry | 41 250 | 79 529 | 53 584 |
| **Total** | $1 374 941 | $1 651 163 | $1 598 788 |
| Active Exemption Certificates: | | | |
| Lumber industry | 27 | 24 | 21 |
| Coal mining industry | 8 | 11 | 11 |
| **Total** | 35 | 35 | 32 |

Table 4

## Educational Services Program
## Comparative statistical summary
### for the two years ending March 31, 1981 and 1982

| | Number Held | | Attendance | |
|---|---|---|---|---|
| | 1980-81 | 1981-82 | 1980-81 | 1981-82 |
| **Type of Activity** | | | | |
| Workshop on Wages | 122 | 82 | 3 580 | 2 774 |
| World of Work (High School) | 38 | 54 | 2 087 | 1 892 |
| Speaking Engagements | 44 | 69 | 1 041 | 3 211 |
| Pay-Day Survival Workshop | — | 56 | — | 1 400 |
| **Total** | 204 | 261 | 6 708 | 9 277 |

# Labour Division

## Mediation Services Branch

The Mediation Services Branch deals with collective bargaining, conciliation, mediation, preventive mediation and grievance arbitration. Through its staff in Edmonton and Calgary, the branch seeks to resolve disputes that arise during the collective bargaining process and to assist in preventing and resolving disputes arising during the life of a collective agreement. The overall objective of the branch is to assist in the establishment and maintenance of a high degree of labour peace in the province.

The branch monitors expiring collective agreements. During fiscal year 1981-82, some 547 collective agreements expired. Through its monitoring activities, the branch is better able to assess the potential for providing assistance in negotiations and in resolving disputes.

During the reporting period, the branch resolved 84 per cent of the 172 collective bargaining disputes involving conciliation or mediation. No strikes or lockouts occurred in these instances.

With regard to grievance arbitration, the director of the branch, on behalf of the Minister, appoints members to arbitration boards. The director also appoints single arbitrators and chairpersons when parties fail to appoint, or cannot agree upon, an arbitrator or chairperson acceptable to both sides.

During fiscal year 1981-82, the branch developed a preventive mediation capability to better serve the needs of labour and management in Alberta. As developed, the program provides assistance in five distinctive areas: first agreement orientation, grievance mediation, labour-management committees, joint training, and problem identification and planned resolution through relationship analysis and objectives-setting.

Further details concerning the activities of the branch are shown in Table 5 on this page.

**Table 5**

### Statistical Summary
**for the year ending March 31, 1982**

The format of reporting statistical data has been revised in keeping with changes that occurred when the Labour Relations Act came into force on March 1, 1981. The format used in this table will be followed in subsequent annual reports.

| | |
|---|---|
| **Conciliation/Mediation** | |
| Disputes pending at April 1, 1981 | 42 |
| Conciliators/mediators appointed | 218 |
| Dispositions of disputes: | |
| Settled without strike or lockout action | 143 |
| Settled after strike or lockout action | 27 |
| Sent to voluntary arbitration | 0 |
| Sent to arbitration under the Firefighters and Policemen Labour Relations Act | 1 |
| Sent to inquiry boards | 1 |
| Appointments cancelled | 6 |
| Disputes pending at March 31, 1982 | 82 |
| **Strikes and Lockouts** | |
| Strikes | 29 |
| Lockouts | 2 |
| Numbers involved in strikes and lockouts: | |
| Employers | 126 |
| Employees | 9 427 |
| **Preventive Mediation** | |
| First Agreement Orientation cases | 55 |
| Grievance Mediation cases | 12 |
| Labour-Management Committees | 200 |
| Joint Management - Union Training Program | 0 |
| Relationship by Objectives Programs | 0 |

## Pension Benefits Branch

The Pension Benefits Branch is responsible for the administration and enforcement of the Pension Benefits Act. The Act requires that every pension plan covering employees in Alberta be registered with the branch, and comply with the terms and conditions of the Act throughout its lifetime. The objective of the Act is to safeguard employee rights to benefits promised under private pension plans.

As authorized by section 5 of the Act, Alberta is a party to two agreements, one with the Government of Canada, and the other with those provinces having similar legislation. Both agreements provide for the reciprocal registration, audit, and inspection of pension plans. Under these agreements, a pension plan subject to the legislation of more than one authority is supervised by the one which has jurisdiction over the greatest number of plan members.

The branch is also the repository for Trust Agreements relative to employee benefit plans filed under section 151 of the Labour Relations Act. Each document and amendment filed is reviewed for possible inadequacies or inconsistencies with regard to the intent and purpose of the agreement.

**Plans Examined and Approved**

As outlined in Table 6 on page 16 the Pension Benefits Branch examined 136 new pension plans during the 1981-82 fiscal year. Of these, 135 plans received a Certificate of Registration. This represented an increase of 89 per cent in the number of Certificates of Registration issued over the number issued in the previous fiscal year. The increase was due largely to a temporary acceptance by the Department of National Revenue of registration of pension plans that provide benefits primarily to significant shareholders or related persons.

Under the reciprocal agreement provision of the Pension Benefits Act, eight plans were transferred to the jurisdiction of Alberta and 11 plans were transferred from Alberta to other jurisdictions. During the year under review, 677 amendments to plans supervised by the branch were approved. The branch was responsible for the supervision of 1 120 registered pension plans as of March 31, 1982. On that date, 32 plans were awaiting approval for registration.

Table 7 on page 16 shows that during the year under review 76 plans, covering 1 585 Alberta employees and 489 employees employed in other jurisdictions, were discontinued. Of these, 18 plans were replaced by new plans, 14 were discontinued because no plan members were left, and 10 plans were discontinued because of employer financial problems or because the company was dissolved.

As outlined in Table 8 on page 17 contributions to pension plans supervised by the branch during the 1981-82 fiscal year totalled more than $207.2 million. This represented approximately a 37 per cent increase over the total contributions of $151.5 million in the previous fiscal year. Total employee contributions increased to approximately $45.6 million from the previous fiscal year's total of $43.7 million.

Total employer contributions increased over the previous fiscal year by 50 per cent, from $107.6 million to $161.6 million. This large increase in employer contributions was due largely to the increased amount of contributions to pension plans that provide benefits primarily to significant shareholders.

Altogether, 200 323 employees were covered by pension plans under the supervision of the branch. Approximately 35 per cent of these employees were employed in other jurisdictions. Table 9 on page 17 provides further details on the number of employees covered by pension plans under branch supervision.

**Canadian Association of Pension Supervisory Authorities**

Legislation similar to the Pension Benefits Act of Alberta has been enacted by the governments of Canada, Nova Scotia, Quebec, Ontario, Manitoba, and Saskatchewan. Authorized representatives of the various authorities are members of the Canadian Association of Pension Supervisory Authorities (CAPSA).

During the period covered by this report, CAPSA met six times to carry on a series of intensive discussions with a view to reaching a common position on amendments that might be made to pension legislation to meet current problems facing private pension plans.

Members of CAPSA, together with officials from the other provinces, developed a package of proposals with regard to matters of current concern in the operation of the private pension plan system.

**Other Activities**

The branch dealt with varied enquiries from the public relating to pensions. The branch provided assistance to employees, employers, insurance and trust companies, consultants and lawyers.

The branch applied considerable effort to ensure that plans are amended to comply with legislative changes enacted by the various authorities. The most extensive legislative changes, were those made to The Pension Benefits Act of Saskatchewan effective July 1, 1981.

Staff of the branch participated on the Committee on Multi-Employer Pension Plans. This committee completed a study of multi-employer pension plans and prepared a report on the matter of special legislative rules in respect to these plans. The committee's report was submitted to the Minister.

Table 6

## Pension Plans Approved, Cancelled, Transferred or Amended
during the year ending March 31, 1982

| | Total at March 31, 1981* | Additions during period | Total at March 31, 1982 |
|---|---|---|---|
| Plans Examined | 2 737 | 136 | 2 873 |
| Plans "Approved" (Registration) | 2 650 | 135 | 2 785 |
| Plans Transferred to Alberta Supervision | 116 | 8 | 124 |
| Plans Transferred from Alberta Supervision | 132 | 11 | 143 |
| Plans Cancelled | 1 658 | 76 | 1 734 |
| Amendments to "Approved" Plans | 7 778 | 677 | 8 455 |
| Annual Information Returns** | 18 648 | 1 196 | 19 844 |
| Appendix A to Form 2(b)*** | 3 010 | 95 | 3 105 |

* This column shows totals since January 1, 1967.

** An Information Return is submitted annually in respect of every pension plan and provides data regarding contributions to the plan, plan membership, terminations, retirements and benefits provided.

*** This Appendix is submitted every third year and contains details on the operation of the pension plan fund.

Table 7

## Reasons for Discontinuance of Pension Plans
during the year ending March 31, 1982

| Reason for Discontinuance | Total at March 31, 1981* | Additions during period | Total at March 31, 1982 |
|---|---|---|---|
| Non-Approval by Department of National Revenue | 287 | 0 | 287 |
| Replaced by New Plans | 375 | 18 | 393 |
| Financial Problems | 112 | 5 | 117 |
| Company Dissolved | 161 | 5 | 166 |
| Not Required to Register and Duplicate Registration | 23 | 2 | 25 |
| No Members Left in Plan | 233 | 14 | 247 |
| Non-Compliance | 27 | 1 | 28 |
| No Reason Given - Owners' Request | 440 | 31** | 471 |
| **Total** | 1 658 | 76*** | 1 734 |

* This column shows totals since January 1, 1967.

** The 31 plans shown in this category consisted of:

| | |
|---|---|
| "Significant Shareholders" Plans | 5 members |
| "Salaried and Executive" Plans | 55 members |
| "All Employees" Plans | 162 members |
| **Total** | 222 members |

Of the 222 members covered:
28 transferred the value of their entitlement to Registered Retirement Savings Plans,
101 received cash,
93 received deferred life annuities.

*** One supplemental plan with 934 Alberta members was not required to register under the Pension Benefits Act.

Table 8

## Contributions to Pension Plans Supervised by the Pension Benefits Branch

during the year ending March 31, 1982

| | |
|---|---|
| Employee Required Contributions | $ 38 483 846 |
| Employee Voluntary Contributions | 7 120 974 |
| **Total Employee Contributions** | $ 45 604 820 |
| Employer Current Service Contributions | $131 250 267 |
| Employer Past Service Contributions | 26 770 982 |
| Employer Special Payments | 3 624 981 |
| **Total Employer Contributions** | $161 646 230 |
| **Total Contributions** | $207 251 050 |

Table 9

## Jurisdiction of Plan Membership for Pension Plans Supervised by the Pension Benefits Branch

at March 31, 1982

| | | | |
|---|---|---|---|
| Alberta | 131 789 | Newfoundland | 422 |
| Quebec | 23 606 | New Brunswick | 283 |
| British Columbia | 15 629 | Yukon and Northwest Territories | 119 |
| Ontario | 11 316 | Prince Edward Island | 25 |
| Manitoba | 9 202 | Outside Canada | 461 |
| Saskatchewan | 4 925 | | |
| Nova Scotia | 2 546 | **Total Employees** | 200 323 |

# General Safety Services Division

The objective of General Safety Services Division is to reduce injuries and the loss of life and property in Alberta through the co-ordinated delivery of safety-related programs involving equipment and installation standards, inspections, plans review, education and promotion, trades certification, permits and certificates, training, and support to municipalities. The areas of responsibility and the programs administered by the division cover a broad spectrum, from complex industrial utility systems to services and construction in the home.

With headquarters in Edmonton, the division has field offices in 13 locations including: Calgary, Camrose, Drumheller, Edmonton, Edson, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Peace River, Red Deer, St. Paul and Vermilion.

General Safety Services Division comprises the following branches: Boilers and Pressure Vessels, Building Standards, Electrical Protection, Elevator and Fixed Conveyances, Fire Prevention, and Plumbing and Gas Safety Services.

**Selected Highlights**

During the year, the Gas Protection and Plumbing branches were amalgamated to form the Plumbing and Gas Safety Services Branch. Fire Prevention Branch continued to be very actively involved in training and education. Attendance at the Alberta Fire Training School (AFTS) in Vermilion increased by more than 30 per cent. The increase was due mainly to the introduction of a new series of industrial training programs. To help alleviate the demand for admission to AFTS, a municipal training program utilizing local fire department officials was introduced. One hundred and twenty-three certificates were awarded to firefighters who otherwise would have trained at the school. During the year arrangements were made to accept certificates of competency for pressure welders from five other provinces to increase the mobility of these workers.

Overall, the division continued to be very actively involved in safety education. More than 40 000 persons attended various workshops and seminars sponsored by the division. Areas of special emphasis included fire investigation methods and the International Year of Disabled Persons.

**Selected Statistics**

The table below provides a three-year history of selected activities undertaken by the division.

Following is a three-year statistical summary of activities undertaken by the division:

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| Inspections carried out | 158 927 | 158 145 | 149 394 |
| Work Permits and Work Certificates issued | 128 809 | 123 009 | 110 518 |
| Workers certified | 10 949 | 12 802 | 11 374 |
| Investigations conducted | 685 | 769 | 779 |
| Examinations given | 9 245 | 11 097 | 12 013 |
| Plans examined | 25 121 | 24 682 | 24 859 |
| Meetings and seminars conducted | 7 425 | 8 623 | 8 556 |

## Boilers and Pressure Vessels Branch

The objective of the Boilers and Pressure Vessels Branch is to see that life and property are protected in places where boilers and pressure vessels are in use. The branch pursues this objective, and encourages good safety practices, through its administration of the Boilers and Pressure Vessels Act and Regulations. The branch also seeks to ensure that boilers, pressure vessels and pressure piping are designed, constructed, installed and operated in accordance with adopted standards.

The branch has two regional offices, located in Calgary and Edmonton, and six district offices, located in Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer and St. Paul. Branch operations are divided into three main activity areas: Design Surveys, Inspections, and Examinations. The Design Survey, Records and Examinations sections are located at branch headquarters in Edmonton.

Examinations for power engineers and pressure welders are held in all regional and district offices.

**Design Surveys**

Before a boiler, pressure vessel, or pressure piping system can be fabricated in Alberta, its design is reviewed by the branch. This is to ensure that designs comply with the regulations and applicable codes governing sound engineering practices, material specifications, welding and fabricating procedures, and quality control systems.

Section A in Table 10 on page 24 shows that during the 1981-82 fiscal year the number of designs processed for registration was higher than for the two previous years.

**Inspections**

Boilers and pressure vessels are inspected and tested during and after their construction. Inspections

are generally undertaken in fabricating shops; however, they are also carried out in the field when boilers and pressure vessels are constructed on-site. Installation inspections for boilers and pressure vessels are performed and certificates issued to permit their operation in Alberta. Service inspections are carried out as required during the operating life of the boiler or pressure vessel.

Boilers and pressure vessels fabricated in Alberta for export from the province are also inspected during construction and tested on completion.

Section B in Table 10 shows that in 1981-82 the total number of inspections increased to 42 004 from 41 941 in 1980-81. In the course of these inspections, as shown in Section C in Table 10, the number of potential hazards found during service inspections dropped to 3 507 from 3 945. Problems associated with safety valves and severe corrosion in boilers and pressure vessels continue to account for a high percentage of the incidence of potential hazard.

**Examinations**

Engineers and building operators are examined to ensure they meet the necessary standards of experience and knowledge required by the Act and Regulations to operate power plants and heating plants in a safe manner. Pressure welders are examined to ensure they meet the necessary standards of experience, knowledge and skill required by the Act and Regulations to carry out welding on boilers, pressure vessels and pressure piping according to adopted standards and codes. Certificates of competency are issued to individuals who operate power and heating plants, or who are employed to weld boilers, pressure vessels or pressure piping systems.

Section D in Table 10 shows that in the fiscal year under review 4 714 pressure welders passed examinations, a significant increase of 1 291, or 37 per cent, over the previous fiscal year. There was a slight decrease in the number of examinations passed by engineers and building operators, 4 221, down from 4 644 in 1980-81. The number of examinations passed by engineers and building operators in 1980-81, however, is substantially higher than in 1979-80.

During the year, a study was completed to identify ways in which owners of small plants could more readily find qualified staff in order to help correct staff shortage problems. As a result of the study, qualifications to operate these plants have been narrowed in scope by limiting operators' examinations to the specific equipment being operated.

**Other Activities**

In addition to the above-noted responsibilities and activities, the branch investigates any accident concerning a boiler, pressure vessel, power plant, heating plant or pressure plant. The intent is to identify causes and prevent accident recurrences. Investigations also assist in determining whether legislative changes are necessary. Section E in Table 10 shows that the number of accident investigations during the last three years has remained constant.

During the reporting period, the branch introduced a quality control program for companies that repair pressure vessels. The object of the program is to allow repairs to pressure vessels to proceed with a minimum involvement of inspection staff, while ensuring adherence to the regulations. Intended benefits of the program include a reduction in the number of unauthorized repairs and an improvement in the quality of repairs carried out. The branch prepared a guide to assist companies to set up their own quality control programs.

Five other provincial jurisdictions have welder training and qualifications programs equivalent to those in Alberta. Arrangements are being made for reciprocity with these jurisdictions for the issue of pressure welders' certificates. This will increase the mobility of the work force, and reduce the time spent in the examination and testing of welders.

An information program was developed to create safety awareness among owners and operators of cargo transports, which carry pressure vessels containing liquified petroleum gas and anhydrous ammonia.

Assistance was extended to the Southern Alberta Institute of Technology to help its welding, engineering and mechanical design drafting students. The branch provided instruction in a course for these students on the design, construction and inspection of pressure vessels in Alberta.

## Building Standards Branch

The objective of the Building Standards Branch is to ensure that life, health, property and public welfare are safeguarded (1) in the design, construction, or occupancy of new buildings, and (2) in the alteration, reconstruction, demolition, removal, relocation or change of occupancy classification of existing buildings. The branch pursues this objective by monitoring the application of the standards set out in the Alberta Building Code.

The branch works closely with municipalities

# General Safety Services Division

throughout the province. Administrative and technical advice is supplied on building code requirements and enforcement. Assistance in code enforcement is given to smaller municipalities through the review of plans and the inspection of more complex projects. The branch also develops and conducts training programs for municipal and provincial inspectors.

As part of its responsibility for the general safety of the public, the branch monitors building construction and construction materials. The branch also operates a materials approval system to evaluate building products and practices for their compliance with the building code.

The branch reviews building plans for all classes of buildings and carries out inspections of work in progress. Table 11 on page 25 shows that, during the reporting period, the branch examined 2 271 plans covering a total floor area of 1 398 000 $m^2$. Estimated dollar value of the construction involved in these plans was $769 million. These figures show little change from those of the previous year. However, the number of inspections increased, to 4 067 from 3 894 in 1980-81.

In addition to the training programs conducted for municipal and provincial inspectors, the branch holds special seminars for professional designers, specification writers, contractors and material suppliers. During the reporting period, the branch undertook several new seminars and workshops. In particular, the Alberta Building Code was the subject of seminars held throughout the province to highlight changes in the code. In addition, a two-day workshop was held for building inspectors on basic heat flow principles, and a special two-day workshop was held for Calgary building and fire officials. Branch personnel also participated with the Alberta Association of Architects in two seminars on building design to accommodate people with physical handicaps.

The branch worked closely with various professional groups to improve standards and practices. A proposal was accepted by building inspectors for a certification program, and a regulation was developed in co-operation with architects, engineers and interior designers to define where single professional seals are acceptable on certain classes of work.

A branch specialist in restoration construction was loaned to the Edmonton Public School Board to assist in the restoration of the city's first school, the MacKay Avenue School.

## Electrical Protection Branch

The objective of the Electrical Protection Branch is to ensure that a safe and uniform electrical environment is provided to minimize the incidence in Alberta of injury to persons and damage to property. The branch is responsible for administering the Electrical Protection Act.

The branch develops and administers safety standards for power utility systems, and wiring in residential, commercial and industrial buildings. The branch is also responsible for the certification of tradespeople, accident and fire investigations, educational seminars, permit requirements, and inspections in all municipalities except Calgary, Edmonton and Lethbridge.

During the reporting period, emphasis was placed on improving the effectiveness of program delivery, revising regulations to reflect current electrical needs, promoting uniformity and consistency in the application of electrical safety standards and increasing public safety awareness.

The effectiveness of program delivery was evaluated by directing regional office personnel to arrange meetings with electricians, electrical contractors, municipal officials, utility company personnel, and firms and organizations with whom the branch has regular contacts. As a result of these meetings it was established that members of the electrical industry are becoming more aware of their responsibilities in performing their work in a safe manner, and in educating the public on the proper use of electrical energy.

Two administrative regulations were updated following consultations with members of the electrical industry. First, the Certification of Electrical Workers Regulation was amended to transfer authority for issuing First and Second Class Electrician Certificates from the branch to the Apprenticeship and Trade Certification Branch of Alberta Advanced Education and Manpower. This has eliminated the need for duplicate files in the two departments. Second, the Electrical Permits and Inspection Fees Regulation was updated to reflect current conditions.

Uniformity and consistency in the application of electrical standards were enhanced through regular technical and administrative meetings between branch staff and representatives of the electrical industry. Branch staff also participated in processing revisions to national wiring standards and to certification procedures for electrical equipment and utility installations.

To increase public safety awareness, educational seminars were held in 36 locations throughout the province and an information booklet was developed, published and distributed by the branch's regional offices to 10 000 individuals and organizations.

Table 12 on page 25 shows decreases in certain routine activities resulting from a general downturn in

the economy. Section A shows that the number of wiring permits issued decreased by 14 per cent to 40 262 from 46 035 in 1980-81. The number of inspections conducted decreased by about 6 per cent, as shown in Section C. The number of plans and specifications reviewed by the branch remained at last year's level.

The province's work force of electricians increased by 10 per cent in 1981-82 as shown in Section D with 15 330 valid certificates on file compared with 13 986 in 1980-81.

Section E shows that there was little change in the number of investigations of electrical-related accidents and fires. The branch circulated a summary of all reported electrical accidents to more than 1 000 individuals and organizations.

## Elevator and Fixed Conveyances Branch

The objective of the Elevator and Fixed Conveyances Branch is to develop and implement programs to ensure that a high level of safety is maintained on vertical and horizontal transportation systems in buildings and recreational areas.

Many types of equipment are covered by these programs, including passenger and freight elevators, elevating devices for the handicapped, escalators, moving walks, dumbwaiters, personnel hoists, manlifts, inclined passenger lifts, aerial tramways, gondolas, chairlifts, ski tows and amusement rides.

The branch's work is divided into three major activity areas: review of drawings, inspection and tests, and accident investigation. Drawings and specifications are reviewed to ensure they conform to regulations. Inspections and tests are carried out to determine whether equipment is installed and maintained according to accepted standards for public safety. Accident investigations are conducted to determine causes, to evaluate the adequacy of regulations, and to help prevent similar accidents from recurring. The branch also assists in the development of legislative standards.

Table 13 on page 26 provides statistical data on the major activities during the reporting period, compared with the two previous years. Section A shows an increase of approximately 25 per cent in the number of drawings reviewed between 1980-81 and 1981-82. Section B shows that installations of new equipment units increased year by year from 447 in 1979-80 to 603 in 1981-82. In particular, the number of new passenger elevators installed annually increased by almost 20 per cent in the three-year period. Details in Section D show a 14 per cent increase in the number of inspections, to a total of 5 239 in the reporting period.

Accident investigations, as shown in Section E, rose slightly. The increase was mainly due to nine escalator accidents in 1981-82 compared to one accident in 1980-81 and three accidents in 1979-80.

During the reporting period, the branch developed, and implemented, a program to familiarize manufacturers and installers of platform lifts and special lifts for the handicapped with the standards and regulations affecting these devices. The branch provided advice on the suitability and acceptability of elevating devices for handicapped people in public buildings.

The emergency use of elevators in high-rise buildings by firefighters was the subject of seminars conducted for personnel in various fire departments. At the same time, considerable progress was made on the initial draft of guidelines for identifying and retrofitting existing elevators for operation by firefighters in emergency situations.

There are current trends toward the design of buildings with open atriums and the use of unenclosed or glass-enclosed elevator hoistways. To minimize difficulties associated with the design and operation of these facilities, the branch is providing extensive consultation services to architects, builders and equipment installers. During the reporting period, the branch provided advice and assistance to the designers of a complex incorporating an innovative system of inclined transportation.

## Fire Prevention Branch

The Fire Prevention Branch strives to reduce: (1) the number of injuries and deaths caused by fires, and (2) the number of fires and related property damage.

In co-operation with municipal fire departments, branch personnel inspect buildings to ensure they meet acceptable levels of fire safety. They investigate fires and assist police and fire departments with fire investigations.

The branch develops and presents training and information programs for municipal and industrial fire department personnel throughout the province. In addition to providing technical assistance to munici-

# General Safety Services Division

palities on fire prevention and protection, the branch provides information on fire safety to the general public, and collects and disseminates statistical information on fires.

Fire prevention is a major activity of the branch. This includes a public education program dealing with the hazards of fire, sources of ignition, and methods of preparing for fire. In the past three years, the number of meetings and lectures to enhance understanding of this subject has more than doubled, as shown in Section A of Table 14 on page 27. In the current reporting period, 34 831 people attended a total of 1 546 meetings or lectures presented by the branch.

During the period under review, fire prevention activities were strengthened through an expanded use of the concept of regional mutual co-opertion between fire departments. This was accomplished by the formation of six regional fire prevention organizations. The purpose of these organizations is to encourage municipal fire departments within defined areas or regions of the province to meet and to discuss mutual concerns such as mutual aid, fire investigations, inspections and fire prevention programs.

The branch is directly involved in the field of fire investigation. The number of investigations has increased in the last three years. Section B of Table 14 shows that investigations conducted by the branch have increased 21 per cent from the previous fiscal year, to 339 in 1981-82. In addition, some 1 137 investigations were conducted in co-operation with other groups such as police departments, insurance investigators and fire departments. During the reporting period, the branch identified 15 fire department personnel in the province who have been trained to assist the branch in conducting fire investigations.

Other investigation activities included: 137 insurance adjusters were familiarized with fire reporting methods and preliminary investigation procedures, and 11 lectures on arson investigation were presented to more than 300 police and fire department personnel. During the year, 1 076 investigations confirmed arson as the cause of fire, compared to 943 investigations in 1980-81 and 784 investigations in 1979-80 where arson was confirmed. It is difficult to determine whether the figures indicate a rise in the number of arson fires or reflect an improvement in the techniques of arson detection.

Fire services, which involve the training of fire service personnel and the provision of technical assistance to municipal fire departments, is the third major activity of the branch. Most of the training is conducted at the Alberta Fire Training School in Vermilion. Section C in Table 14 shows that 937 persons attended the school in 1981-82, an increase of 31 per cent over the previous year. This was achieved primarily through the introduction of an industrial training program, which attracted 211 participants.

Development work continued during the year on training courses for fire officers, fire prevention officers and industrial firefighters. Courses were developed for industrial firefighters, and 75 per cent of the development work was completed on the first level of fire officer training.

A new initiative, involving local training utilizing programs developed at the Alberta Fire Training School, was introduced. One hundred and twenty-three firefighters received training from their local fire departments and were awarded certificates by the Alberta Fire Training School.

Seminars on various aspects of fire suppression were conducted in 52 locations throughout the province. Subjects included the handling of dangerous goods and metric conversion. Altogether, some 650 persons attended the seminars. Also, four basic firefighter/pump operator seminars were conducted for 36 fire department personnel.

## Plumbing and Gas Safety Services Branch

The Plumbing Inspection Branch and the Gas Protection Branch were amalgamated during the reporting period to form a single branch called the Plumbing and Gas Safety Services Branch. The staff of the two former branches were integrated into a single inspectorate administering safety requirements for both plumbing and gas. The merger of the two branches necessitated intensive cross-training. The advantage of the amalgamation is that each inspector can now do inspections in both plumbing and gas.

The objectives of the new branch are: (1) to maintain a consistently safe environment with respect to plumbing installations; and (2) to protect people from injury and property from damage in the installation, transmission, distribution and use of gas. The branch's objectives are achieved through the administration of the Plumbing and Drainage Act and the Gas Protection Act and regulations governing the acceptance, installation, alteration, repair and maintenance of plumbing and gas systems.

The branch issues plumbing and gas installation permits to certified workers and maintains a field inspection program throughout the province, except in some of the larger municipalities which have their own permit and inspection program. Section A in Table 15 on page 28 shows that the number of plumbing and gas

permits issued annually by the branch has decreased during the past three years, to 42 441 in 1981-82 from 50 967 in 1979-80. Section B in Table 15 also shows that the number of field inspections decreased in the same three-year period, to 44 426 from 55 838.

The certification of workers and certain installers to ensure a satisfactory level of competence is an important part of the branch's program delivery. A total of 1 678 gasfitters received certificates allowing them to obtain gas permits, and 100 contractors were certified to install sewage disposal systems. Section C in Table 15 shows that there has been little change, year to year, in the number of certificates issued to gasfitters.

The branch conducts upgrading training for installers. These educational programs keep participants abreast of current installation requirements and of the latest installation procedures and techniques. Section D in Table 15 shows that there was a substantial increase in the number of seminars conducted in 1980-81 and 1981-82 over the 1979-80 period.

The branch administers a plumbing and gas equipment approval program for special one-of-a-kind equipment for which it is not practical or feasible to obtain certification from a nationally recognized testing agency such as the Canadian Standards Association. There were 467 individual approvals for gas appliances and industrial gas equipment during the reporting period. This represents an increase of 67 per cent over the past three years.

An investigation program of accidents involving plumbing and gas system failures provides an important source of information to upgrade the legislation. Section E in Table 15 shows that the number of accidents reported and investigated has increased in the past three years, and that the number of fatal accidents has declined.

During the reporting period, there was a major shift toward the use of compressed natual gas and propane systems to provide carburetion on highway vehicles. Upgraded installation requirements were developed, and a program to monitor the quality of installations was initiated. In order to facilitate the work involved, regulations were amended to recognize certified motor mechanics as being qualified to install and maintain the carburetion systems, as are gasfitters.

The Gas Protection Act Technical Advisory Committee was expanded to include representation from all nine municipalities that provide inspection services. Since municipal inspection authorities are now directly involved in discussions involving installation requirements, significant progress has been made in maintaining a uniform interpretation and application of regulations.

Table 10

## Boilers and Pressure Vessels Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Designs Processed** | | | |
| Designs submitted | 3 425 | 4 062 | 5 264 |
| Designs accepted | 3 370 | 4 011 | 4 838 |
| Designs rejected | 577 | 602 | 221 |
| Design revisions | 990 | 1 075 | 984 |
| **B. Inspections Carried Out** | | | |
| High pressure boilers | 1 564 | 1 775 | 1 640 |
| Low pressure boilers | 3 906 | 3 497 | 4 010 |
| Receivers | 10 595 | 11 329 | 8 690 |
| Heat exchangers | 2 273 | 2 378 | 2 617 |
| Process vessels | 5 748 | 5 771 | 5 720 |
| Miscellaneous | 450 | 682 | 1 010 |
| Progress Inspections | 13 523 | 16 509 | 18 317 |
| **Total** | 38 059 | 41 941 | 42 004 |
| **C. Potential Hazards Found in Service Inspections** | | | |
| Safety valve seized or inoperable | 752 | 1 080 | 1 140 |
| Low water fuel cut-off inoperable | 68 | 101 | 142 |
| Free air inlet inadequate | 22 | 62 | 94 |
| Heating surface of boiler heavily scaled | 244 | 296 | 214 |
| Severe corrosion requiring repairs | 647 | 867 | 825 |
| Miscellaneous unsafe conditions | 902 | 1 033 | 840 |
| Insufficient safety valve capacity | 72 | 112 | 92 |
| Boiler water gauge glass inoperable | 18 | 30 | 23 |
| Accessories requiring repair | 444 | 336 | 131 |
| Condemned or ordered out of service | 10 | 28 | 6 |
| **Total** | 3 179 | 3 945 | 3 507 |
| **D. Examinations Conducted** | | | |
| Engineers and building operators | 4 121 | 5 658 | 5 461 |
| Pressure welders | 4 581 | 4 908 | 6 128 |
| **Examinations Passed** | | | |
| Engineers and building operators | 3 096 | 4 644 | 4 221 |
| Pressure welders | 3 755 | 3 423 | 4 714 |
| **E. Accidents Investigated** | | | |
| Accidents | 47 | 43 | 47 |
| Injuries | 16 | 4 | 10 |
| Fatalities | 0 | 1 | 3 |

Table 11

## Building Standards Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| Plans examined | 1 930 | 2 272 | 2 271 |
| Floor area (m²) | 1 421 000 | 1 482 000 | 1 398 000 |
| Estimated value | $745 500 000 | $741 000 000 | $769 000 000 |
| Inspections carried out | 3 128 | 3 894 | 4 067 |

Table 12

## Electrical Protection Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Wiring Permits Issued** | 49 063 | 46 035 | 40 262 |
| **B. Plans and Specifications Reviewed** | 14 219 | 13 447 | 13 432 |
| **C. Inspections Conducted** | | | |
| Covered by permits | 38 352 | 38 493 | 35 514 |
| Not covered by permits | 2 831 | 2 629 | 2 482 |
| Equipment approval | 7 252 | 7 659 | 8 237 |
| Power transmission lines | 3 015 | 3 088 | 2 651 |
| | 51 450 | 51 869 | 48 884 |
| **D. Certificates Valid** | | | |
| Master Electricians | 1 854 | 2 068 | 2 222 |
| First and Second Class Electricians | 10 596 | 11 847 | 13 036 |
| Others | 71 | 71 | 72 |
| | 12 521 | 13 986 | 15 330 |
| **E. Accidents and Fire Investigations** | | | |
| Non-fatal accidents | 143 | 169 | 180 |
| Fatal accidents | 7 | 10 | 12 |
| Fires | 75 | 93 | 81 |
| | 225 | 272 | 273 |
| **F. Seminar Activities** | 321 | 459 | 317 |

Table 13

## Elevator and Fixed Conveyances Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Drawings Reviewed** | 463 | 461 | 566 |
| **B. New Installations** | | | |
| Passenger elevators | 380 | 374 | 471 |
| Private residence inclined lifts | 5 | 5 | 3 |
| Inclined passenger lifts | — | — | 1 |
| Escalators | 13 | 15 | 37 |
| Freight elevators | 5 | 21 | 29 |
| Dumbwaiters | 16 | 20 | 28 |
| Belt lifts | — | 3 | — |
| Personnel hoists | 21 | 15 | 28 |
| Rope tows | 2 | 2 | 2 |
| Ski tows | 2 | 7 | 3 |
| Chair lifts | 1 | — | 1 |
| Aerial tramways | 2 | — | — |
| **Total** | 447 | 462 | 603 |
| **C. Alterations to Existing Equipment** | | | |
| Passenger elevators | 8 | 16 | 6 |
| Freight elevators | — | 1 | 4 |
| Dumbwaiters | — | 1 | — |
| Rope tows | — | 1 | — |
| Ski tows | — | — | — |
| Aerial tramways | — | — | — |
| **Total** | 8 | 19 | 10 |
| **D. Inspections Carried Out** | | | |
| Elevators and related equipment | 4 364 | 4 563 | 5 239 |
| Aerial tramways and related equipment | 156 | 134 | 165 |
| Midway rides | 369 | 369 | 423 |
| Elevators - (Inspections carried out for Labour Canada) | 161 | 133 | 148 |
| Re-inspections: All classes | 1 637 | 1 503 | 1 381 |
| Preliminary inspections: All classes | 1 324 | 1 204 | 1 181 |
| **Total** | 8 011 | 7 906 | 8 537 |
| **E. Accident Investigations Conducted** | | | |
| Freight elevators | — | — | — |
| Escalators | 3 | 1 | 9 |
| Passenger elevators | 1 | 2 | 1 |
| Handpower freight elevators | — | — | — |
| Rope tows | — | — | — |
| Ski tows | — | — | 4 |
| Chair lifts | 1 | 2 | — |
| Aerial tramways | 2 | 1 | — |
| Midway rides | 5 | 6 | 3 |
| **Total** | 12 | 12 | 17 |

Table 14

## Fire Prevention Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Fire Prevention** | | | |
| Building fire inspections conducted | 3 214 | 3 001 | 3 123 |
| – recommendations to correct hazards issued | 14 970 | 8 399 | 9 892 |
| – orders to remedy conditions issued | 11 | 9 | 1 |
| Plans examined | 558 | 474 | 749 |
| Meetings and lectures conducted | 792 | 1 010 | 1 546 |
| – attendance | 15 361 | 22 758 | 34 831 |
| **B. Fire Investigations** | | | |
| Investigations conducted by branch | 63 | 279 | 339 |
| Investigations by other agencies | 803 | 1 100 | 1 137 |
| **Total** | 866 | 1 379 | 1 476 |
| **Causes of Fire Investigated** | | | |
| – arson | 784 | 943 | 1 076 |
| – accidental or unknown | 175 | 428 | 400 |
| – under investigation | 6 | 8 | — |
| **Total** | 965 | 1 379 | 1 476 |
| **C. Fire Service Personnel Training** | | | |
| Alberta Fire Training School attendance (Municipal Firefighters) | | | |
| Part I Firefighter | 167 | 182 | 241 |
| Part II Firefighter | 115 | 113 | 111 |
| Part III Firefighter | 88 | 101 | 73 |
| Part IV Firefighter | — | — | 20* |
| Pump Operator "A" | 24 | 28 | 37 |
| Pump Operator "B" | 7 | 15 | 21 |
| Fire Service Instructor | 49 | 42 | 35 |
| Part I Fire Investigation | 158 | 148 | 91 |
| Fire Prevention for Firefighters | 40 | 34 | 22 |
| Fire Officer C1 | — | 33 | 53 |
| Fire Officer C2 | — | — | 22* |
| **Total Municipal Fire Department Personnel** | 648 | 696 | 726 |
| **Industrial Firefighters** | | | |
| Part II Industrial Firefighter | — | — | 65 |
| One-Day Seminars | 58 | 40 | 146 |
| **Total Industrial Firefighters** | 58 | 40 | 211 |
| **Alberta Fire Training School** | | | |
| **Total Attendance** | 706 | 736 | 937 |
| **Local Course Presentation** | | | |
| Part I Firefighter | — | — | 80 |

* These courses were offered for the first time in 1981/82.

Table 15

## Plumbing and Gas Safety Services Branch
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **A. Plumbing and Gas Permits Issued** | | | |
| Plumbing permits | 10 278 | 8 067 | 6 923 |
| Private sewage disposal permits | 5 385 | 4 306 | 3 596 |
| Plumbing in factory-assembled buildings | 740 | 1 062 | 862 |
| **Sub-total: Plumbing permits** | 16 403 | 13 435 | 11 381 |
| Natural gas (towns and villages) | 18 792 | 22 169 | 17 135 |
| Natural gas (farms) | 7 083 | 4 223 | 5 916 |
| Propane gas (towns and villages) | 4 381 | 6 301 | 4 818 |
| Propane gas (farms) | 2 905 | 1 789 | 1 516 |
| Plastic pipe (gas) | 1 403 | 1 995 | 1 675 |
| **Sub-total: Gas permits** | 34 564 | 36 477 | 31 060 |
| **Total: Plumbing and Gas permits** | 50 967 | 49 912 | 42 441 |
| **B. Field Inspections** | | | |
| Plumbing inspections | 15 002 | 13 148 | 11 192 |
| Plumbing complaints investigated | 227 | 205 | 85 |
| **Sub-total: Plumbing inspections** | 15 229 | 13 353 | 11 277 |
| Gas installations covered by permits | 35 934 | 33 327 | 30 251 |
| Existing old gas installations | 4 396 | 2 784 | 2 431 |
| Approval of domestic/commercial gas appliances | 77 | 380 | 353 |
| Approval of industrial gas equipment | 202 | 152 | 114 |
| **Sub-total: Gas inspections** | 40 609 | 36 643 | 33 149 |
| **Total: Plumbing and Gas inspections** | 55 838 | 49 996 | 44 426 |
| **C. Workers Certificates Issued** | | | |
| Gasfitter certificates | 1 613 | 1 701 | 1 678 |
| Sewage system contractors certificates | 45 | 97 | 100 |
| **Total** | 1 658 | 1 798 | 1 778 |
| **D. Training Seminars** | | | |
| For plumbing installers | 34 | 50 | 47 |
| For gasfitters | 10 | 96 | 86 |
| **Total** | 44 | 146 | 133 |
| **E. Accident Investigations** | | | |
| Accidents reported | 75 | 80 | 90 |
| Accidents investigated | 75 | 80 | 90 |
| Fatal accidents | 8 | 7 | 5 |
| Non-fatal accidents | 32 | 67 | 28 |

# Labour Relations Board

The Labour Relations Board is an independent tribunal which administers the Labour Relations Act, Chapter L-1.1 Revised Statutes of Alberta 1980, that came into force on March 1, 1981.

Through application of the provisions of this Act, the Board administers and regulates labour relations between employers and trade unions in the private sector. The Act provides the legislative framework in which applications are made for certification and revocation of trade unions acting as bargaining agents. The Act also governs the procedures by which a trade union may proceed to a lawful strike, or by which an employer may proceed to a lawful lockout.

The Board, through the Act, also deals with the registration of employers' organizations for the construction industry, and with unfair labour practices.

The Labour Relations Act that came into force on March 1, 1981, replaced the Alberta Labour Act, and represents changes in many important areas. For example, the Board is no longer responsible for labour standards; and the new Act reflects significant changes in mediation and reduces the legislated preconditions to lawful strikes and lockouts.

The Board comprises a chairman, two vice-chairmen and 14 members, all appointed by the Lieutenant Governor in Council. During the reporting period, these officers and members were:

**Chairman:** R. McBain, Q.C.
**Vice-Chairmen:** W. Canning, C. Mellors
**Members:** A. Aldridge, L. Chikinda, O. Demco, R. Drisdelle, J. Dyck, D. Gares, F. Kuzemski, E. Lochanski, A. MacDonald, D. Mitchell, J. Murray, E. Sunley, M. Tamton, B. van Rassel.

The administration of day-to-day duties and activities of the Board is the responsibility of the chairman, who is the chief executive officer, and permanent staff. The chairman, two vice-chairmen, Board members, secretary, registrars, and officers have special expertise in labour relations matters. Board members act in a part-time capacity, and are normally appointed for terms of one, two or three years.

The Board's principal office is in Edmonton. There is also an office in Calgary, with responsibility for the southern portion of the province.

Policy is formulated at Board caucuses attended by the chairman, vice-chairmen, members, secretary and registrars. Four caucuses are held in a calendar year.

The Board is in the final stages of producing a "Guide to the Act" which will describe, in simple terms, rights and procedures under the Labour Relations Act. This publication will provide employers, officers and members of trade unions, and the public with a better understanding of labour relations in the province.

During the year, Board staff, in co-operation with the department's Communications Branch, produced four issues of the periodical "Contact". Each issue provided information on labour relations and on Board policies. "Contact" is mailed to approximately 1 750 labour relations practitioners and other interested parties.

In the period covered by this report, the Board held 139 days of hearings in Calgary and Edmonton. A further 15 days of hearings were held in smaller centres. The total of 150 days represents an increase of approximately 50 per cent over the 102.5 days of hearings held in 1980-81.

This increase in the days of hearings may, in part, be attributable to the change in the legislation. However, the increase would appear to be mainly attributable to the complexity of the applications received by the Board.

Table 16 on page 30 provides a statistical summary of the Board's activity in the 1981-82 fiscal year compared with the two previous years. Of significance is the reduction in applications received for certification during the three-year period, and the increase in applications for strike votes supervised by the Board.

# Labour Relations Board

Table 16

## Labour Relations Board
## Comparative statistical summary
### for the three years ending March 31, 1980, 1981 and 1982

| | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|
| **Applications for Certification** (Section 34) | | | |
| Outstanding at beginning of period | — | 21 | 52 |
| Applications received | 274 | 364 | 202 |
| Issued | 156 | 231 | 115 |
| Refused or withdrawn | 97 | 91 | 52 |
| Outstanding at end of period | 21 | 52 | 61 |
| **Applications for Revocation** (Section 43) | | | |
| Outstanding at beginning of period | — | — | 8 |
| Applications received | 23 | 35 | 15 |
| Issued | 14 | 18 | 10 |
| Refused or withdrawn | 9 | 9 | 4 |
| Outstanding at end of period | — | 8 | 3 |
| **Applications for Registration** (Section 53) | | | |
| Outstanding at beginning of period | — | 4 | — |
| Applications received | 10 | — | 1 |
| Issued | 10 | 4 | — |
| Refused or withdrawn | 3 | — | 1 |
| Outstanding at end of period | 4 | — | — |
| Applications for Reconsideration, Determination, Declaration and Variance (Sections 8, 18, 21, 41, 45, 132, 133, 135) | 119 | 430 | 265 |
| Unfair Labour Practices (Section 142) | 32 | 81 | 39 |
| References of illegal strike or lockout (Section 113) | 14 | 21 | 18 |
| **Strike Votes** (Section 87) | | | |
| Applications for strike votes to be supervised by Board | — | 79 | 240 |
| **Total Applications** | 472 | 1 010 | 780 |
| **Days of Board hearings** | 95 | 102.5 | 154 |